**CONDOVER PARISH NEIGHBOURHOOD PLAN STEERING GROUP**

**Notes from meeting held at 7.30pm – 9pm on 22nd February 2018**

**at Condover Village Hall**

**In attendance:**

K Harris, C Machin, E Marvin (Chair), T Tudor, D Lane, S Gill, S King and B Carey (consultant)

**1. Welcome**

E Marvin welcomed members of the Steering Group to the meeting along with guests. Apologies were received from J Jackson, S Mackay, R Morris, P Gore and V Williams

**2. Notes from Previous Meeting and Matters Arising**

a) T Tudor sought clarification of the status of Stapleton in the period after the current Shropshire Local Plan (SAMDev) and before the Neighbourhood Plan had been adopted. It was confirmed that a letter had been sent to Shropshire Council proposing that Stapleton and Condover should be ‘open countryside’ in this intervening period.

b) D Lane sought clarification of the position Dorrington would be in during this same intervening period, as there would be no development boundary. B Carey advised a meeting would be requested with Shropshire Council to discuss this.

**3. Summary of where we are now including Shropshire Council Local Plan Review**

B Carey provided a contextual review of progress to date with the Neighbourhood Plan:

* There had been significant changes to context from review of Local Plan – way forward now clarified and agreed with Shropshire Council
* There was a proposal to develop another community-led housing scheme
* The rising profile of traffic management issues and road safety was being through a subgroup of the Parish Council
* A business network had been developed, with a monthly breakfast meeting
* The availability of CIL, Neighbourhood Fund and community benefit had been clarified
* There was now a more mature profile around community activities
* The Parish Council had adopted a new more strategic approach to funding village halls
* The need to upgrade the Parish Council website had been agreed by the Parish Council, to be more interactive and to accommodate the development of the Neighbourhood Plan.

She outlined the immediate priorities, to:

* Refocus the Neighbourhood Plan, following and building on progress with the Local Plan Review
* Redraft project plan
* Evaluate the implications of current position regarding the Local Plan Review
* Submit an application or technical support (Locality) by 5th March 2018
* Revisit priorities across Parish and within each ward
* Integrate a more detailed housing needs assessment with the community consultation questionnaire
* Review membership of CPNP Steering Group
* Review role of whole Parish Council with respect to development of the Neighbourhood Plan
* Review the community engagement plan
* Review engagement with other organisations / bodies / networks in the Parish
* Plan to replace website

The priorities identified were agreed by the Steering Group

**4. Revised Project Plan**

B Carey explained the revised project plan, item by item. It was noted the period assigned for the allocation of sites was an estimate and this may take longer than initially anticipated. The revised plan was agreed.

**5. Review role of and membership of the Steering Group and the role of the Parish Council**

Following discussion, it was agreed to extend membership of the Steering Group. Existing members would reflect on appropriate members from their ward, having regard for their interest, and specific skills they may contribute. Suggestions for membership or invitations to attend the next meeting would be fed back to B Carey.

It was also agreed that it would be helpful to more clearly set out the roles of key stakeholders in the development of the Neighbourhood Plan, for example the role of local schools, businesses, roles at ward level and so on. B Carey to progress.

**6. Review of Neighbourhood Plan Questionnaire**

The questionnaire was reviewed. It was agreed:

* There should be a section to identify the ward where the respondent was resident
* In Section 4, questions should be village-specific, and should include HGV’s and coach traffic
* Reference to 20mph limits should be replaced with ward specific questions about options for traffic management and traffic calming, or "which do you think works better physical traffic calming or reduced speed limits?"
* Section 7 should be village specific. Q7d may not be meaningful. Q7k may be too specific
* Section 5 should include a ward specific question: “Do we need a new Village Hall?”
* Positive features about the respective wards and Parish should include sports, play parks and recreation facilities, negatives should include lack of affordable homes, amenities should include the Dorrington MUGA, and pubs and clubs
* Connectivity should include reference to parish paths linking each village and a railway station at Dorrington
* Should we also make specific reference if people would like to see more bungalows built?

B Carey circulated a template for a rural housing needs survey. This was agreed in principle subject to amendments. The revised housing needs assessment to be integrated with the questionnaire and re-presented at the next meeting (B Carey)

It was agreed that banners should be made to publicise the Neighbourhood Plan, and also that there should be awareness raising activities and community engagement events prior to the questionnaire being sent out.

**7. Next Steps**

It was agreed that Steering Group members would identify community groups and also community activities in their area for the next 6 - 9 months as potential opportunities for consultation about the Neighbourhood Plan. Information to be brought back to the next meeting

**8. Date of Next Meeting:** 7.30pm on Thursday 15th March 2018 Condover Village Hall